SSIS Mentor Program Advisory Committee Meeting
06/13/06

Topic	Discussion	Action Item
Welcome	Welcome and attendance taken. In attendance w/Region number: Peggy Viznor (1), Angi Freund and Julie Terdan (2), Roxanne Mertes (for Chris) (3), Teresa Schmidt (4), Staci Stoner (5), Bonnie Fiman (for Rita) (6), Jan Stransky and Cindy Bluhm (7), Cathy Higgins (8), Peggy Klinger (9), Joy Beebe (10), Margaret Sodetani and Wanda Houska (11), Michele Bennett (12).	**100% attendance again!!!**.
Future meetings	• **July 25, 2006 10:00-11:00 a.m.** • **August –None** • **Sept. 12, 2006 10:00-11:00 a.m.** • **Oct. 10, 2006 10:00-11:00 a.m.**	
VPC Mentor Meeting Agenda **July 24, 2006**	• State Detail including: All tabs but especially CP Reports, Workgroups, Copy Client Function, Offender Tab --Access Workgroups from other counties is not available for 4.1. --Need a good review for staff of State Detail • New Adoption Assistance Form? • Court Action w/relationship to IV-E and description of hearing types and dispositions • SSIS Update from Beth D • Keep the meeting the same as possible so that mentors can tell if this will work or not for the future. • Alerts & Reminders—Not all are working as expected. Could talk about those that are on at this time • Payment Reports • Adoption assistance form--training ****MPAC members will facilitate the meeting sites and there will be an attempt to have a site in or near their counties. They will take attendance, collect and ask questions to the panel, hand out and collect evaluations, and have a technical person on call if there are problems with connectivity.	
August 29ᵗʰ Mentor Meeting is in person	Suggestions --Breakout sessions for new Version 4.1 which is already in the county on this date. How can we take down all of the questions and summarize the sections in an hour? Have this be a significant part of the meeting's three hours. Other possiblilities that Maureen thought of: 1. Significant known bug review for 4.1 2. Repository 3. Purge 4. Staff assignment 5. Clearing/SWNDX 6. Others?	

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County concerns	• Substance Involement screen is time consuming because you have to enter each chemical one at a time as well as the type of activity with the chemical. Some clients are polysubstance users; if the worker could pick from a list (multi-select) the chemical and then pick from another list for the activity associated it might go faster. • It is important that the worker be able to indicate in a check box or something that substance was a part of the reason that the CP case was opened. It could be in the Intake or the Assessment, but if there was and indicator, we could track to see if the Substance Involvement screen was completed.	**Enhancement requested**

	• Is the License Number in Service Arrangements a required field?
	   o The license number is not required but is necessary for claiming IV-E.
	   o The license number field is there so that when chosen, the IV-E sub-code can fill in.
	   Best practice is to enter into SSIS all license numbers for all foster parents and all facilities listed on the DHS Quarterly IV-E Facility bulletin found in SSIS under Searches/Logs>Title IV-E Per Diems for Group Facilities.
	• What is the status of being able to view, receive information from other counties' records regarding child protection notes, plans for your current client?
	   o This will not be available for awhile. Fiscal is the priority at this time.	

	• Where is the Adoption Checklist located? We do so few adoptions a year and need to access it.
	   o On the web's Worker Mentor Program>Handouts page
	• Trial Home Visits—When does the permancy timeline stop and when does it continue?
	   o The permanency timeline **stops** when a child begins a trial home visit to the custodial parent. This trial home visit is entered on the Placement/Location/Absence screen with the Discharge reason of Beginning Trial Home Visit. This is by statute.
	
	   o The permanency timeline **continues** when a child is "placed" with a non-custodial parent. A New Placement/Location/Absence record is created with the Setting of Non-custodial Parent and then an appropriate Reason is added. This then becomes a Location as opposed to a Placement.
	• Please give us the information about TEFRA and the Override function in CW/TCM.
		Adoption Checklist
		
		Accessing TEFRA

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Mentor meeting in July 2006	▪ **The Worker mentor meeting that was scheduled for July 11, 2006 has been canceled.** ▪ **The VPC mentor meeting will be held on July 24, 2006 from 1:30 -4:30 p.m.** ▪ **MPAC members will function as the site facilitators at the sites closest to their home counties.**	
Next meeting	**June 13, 2006 10:00 - 11:00 a.m.**	